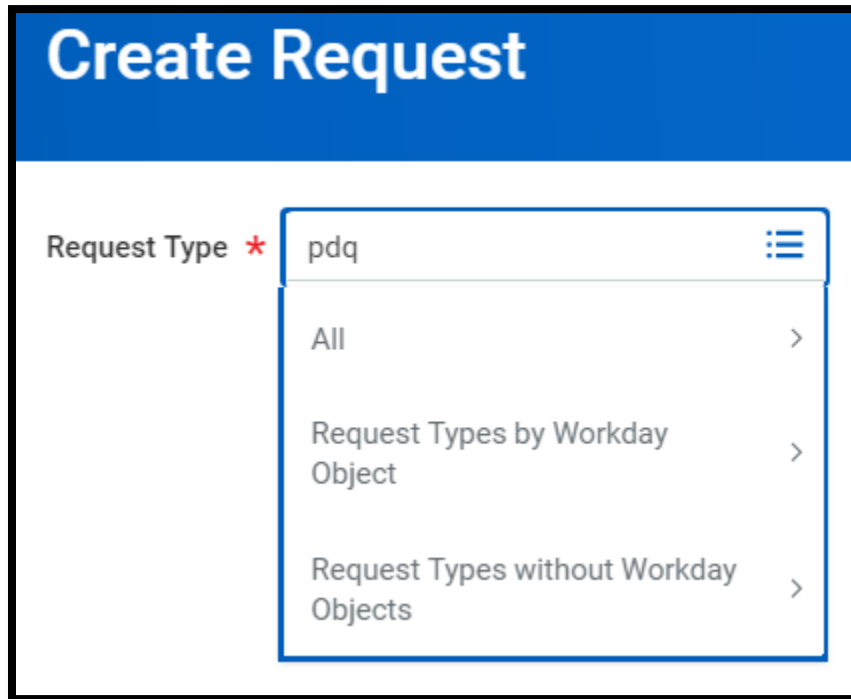


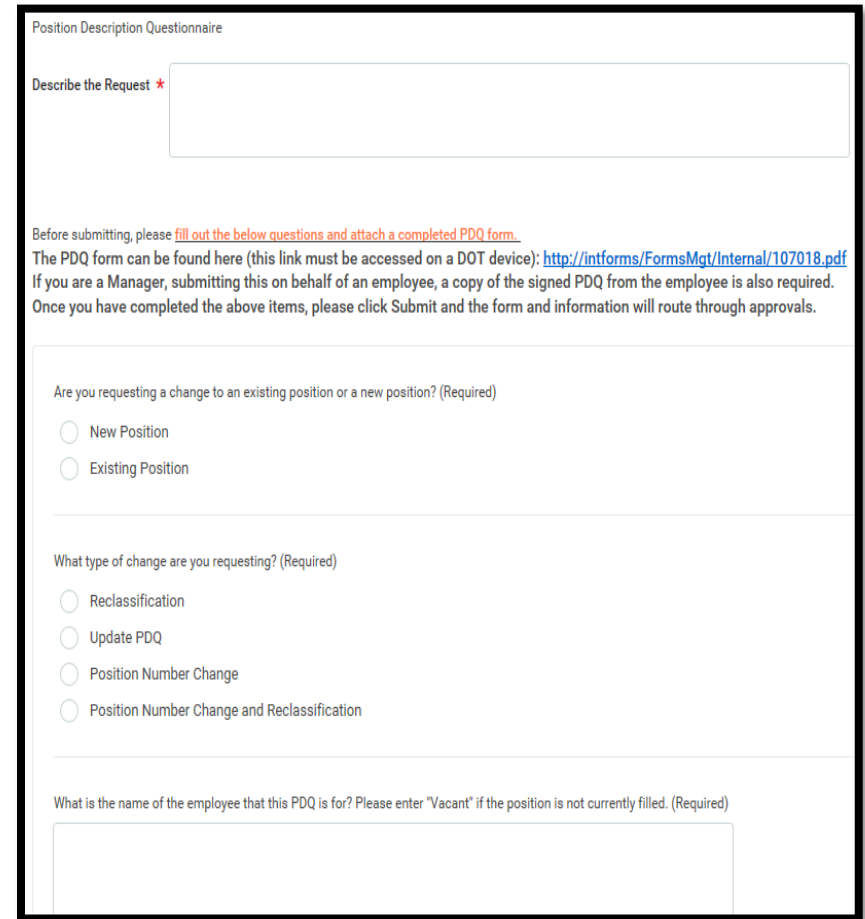
PDQ REQUESTS

From the Search Bar:

1. Type **Create Request**.
2. There are two ways to do this: You can type **PDQ** in the box and hit enter on your keyboard or use the **Selection List** ☰ > **All** > **PDQ**.



3. Click **OK**.
4. Complete the form by **providing a short summary of the request**, selecting **New** or **Existing Position** and **Type of Change**, and finally enter **Name of the Employee** or **Vacant** in the bottom box.

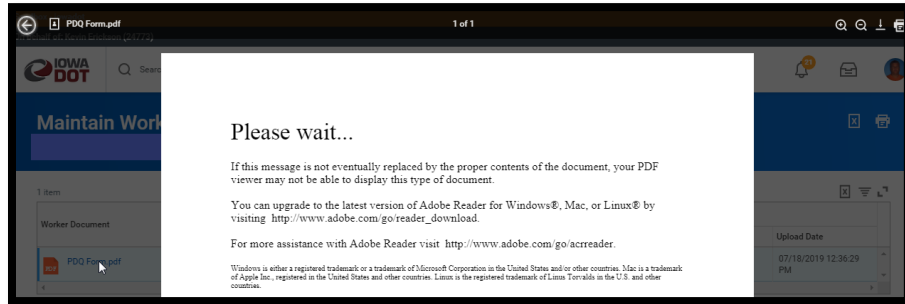


5. **Attach** the proposed PDQ. PDQ must have the typed signatures of the employee (if position is filled) and two levels of management. The manager must review the PDQ with the employee prior to typing the employee's signature and date.

For Reclassification requests, also attach organizational chart(s) and the previous position PDQ.

6. Click **Submit**.

7. If you are trying to print the PDQ after it has been attached, then you will probably see this crazy screen. This happens with all fillable pdf forms in Workday. This is an Adobe issue and not a Workday issue.



8. If you want to print this form you will need to click the download button



in the upper right-hand corner of the screen.

9. Depending on your web browser you may need to save the document in order see it. You may see the prompt on the bottom of the screen.



10. If you needed to save the document, you will also get a notification to open the document and you should click open.



11. You may also just see the document load at the bottom and all you need to do it click it.

